



# CURRICULUM COMMITTEE MEETING MINUTES

**Voting Members Present:** Shannon Davis (Chair), Alan Ainsworth, Robert Cabral, Graciela Casillas-Tortorelli, Jonas Crawford, Armine Derdarian, Amy Edwards, Judy McArthur, Arion Melidonis, Krista Mendelsohn, Jim Merrill, Robert Morris, Shannon Newby, Mati Sanchez, Art Sandford, Catalina Yang

**Voting Members Absent:** Diane Eberhardy, Patricia Mendez, Oscar Moreno

**Proxies:** Mati Sanchez for Patricia Mendez

**Non-voting Members Present:** Ken Sherwood (Co-Chair), Joel Diaz, Carolyn Inouye

**Non-voting Members Absent:** Christina Tafoya, Gail Warner

**Guests:** Josh Lieser

Meeting Date: **10/12/2016** Approval of Minutes from: **09/28/2016** Recorded By: Krista Mendelsohn

**AN = Action Needed      AT = Action Taken      D = Discussion      I = Information Only**

## **DISCUSSION/DECISIONS**

	ACTION		
I.	Call to Order & Welcome	I, AT	S. Davis called the meeting to order at 2:10 p.m. The following proxies were announced: Mati Sanchez for Patricia Mendez.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none.  <b>R. Cabral moved to approve the agenda as presented, A. Melidonis seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sanchez, A. Sandford, C. Yang
III.	Approval of Minutes	I, AT	Corrections to the Sept. 28, 2016 Minutes: none.  <b>A. Edwards moved to approve the Sept. 28, 2016 minutes as presented, A. Sandford seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A.

			Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sanchez, A. Sandford, C. Yang
IV.	Second Reading	I, AT	<p><u>Liberal Studies</u> ANTH R118, ENGL R152</p> <p><u>Math/Science/Health/PE/Athletics</u> GEOL R101, GEOL R103, MST R103</p> <p><u>Student Development</u> PG R101</p> <p><b>R. Cabral moved to approve the Second Reading item as presented, A. Melidonis seconded, and the motion passed.</b> <b>Yes:</b> S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sanchez, A. Sandford, C. Yang</p>
V.	First Reading	I, D, AT, AN	<p>Only substantive changes are recorded in the minutes. Please refer to the comments in CurricUNET for additional non-substantive comments.</p> <p><u>Liberal Studies</u></p> <p>S. Davis introduced the ECON course.</p> <p><b>ECON R100</b> – Introduction to Economics and Contemporary Economic Issues – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p>J. Merrill introduced the ENGL course.</p> <p><b>ENGL R105</b> – English Literature II – Non-substantial revision.</p> <p>Changes Needed: Suggestion to include contemporary period in course description, and post-colonial texts. Objectives: add contemporary instead of late 20<sup>th</sup> Century.</p> <p>J. Lieser introduced the HIST and POLS courses.</p> <p><b>HIST R125</b> – U.S. Foreign Policy &amp; Covert Action – New course. Requires DTRW-I and BOT approval.</p>

		<p>Changes Needed: Basic Course Info: Catalog Notes – add honors course credit statements. Reason Course is Offered – you cannot state that this course is UC transferrable, or in the AA-T in History until after it receives approval. TOP Code – needs to be the same as POLS R125H. CB05 – change to transfer to CSU only. Minimum Quals: must be the same as POLS R125. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly. Textbook: need more current one(s).</p> <p><b>HIST R125H</b> – Honors: U.S. Foreign Policy &amp; Covert Action – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: Same As Course – select POLS R125H. TOP Code – needs to be the same as POLS R125H. CB05 – change to transfer to CSU only. Minimum Quals: must be the same as POLS R125H. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly. Textbook: need more current one(s).</p> <p><b>POLS R125</b> – U.S. Foreign Policy &amp; Covert Action – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: Catalog Notes – add honors course credit statements. Same As Course – select HIST R125. Reason Course is Offered – you cannot state that this course is UC transferrable, or in the AA-T in History until after it receives approval. TOP Code – needs to be the same as HIST R125. CB05 – change to transfer to CSU only. CB08 – change to Not Basic Skills. Minimum Quals: must be the same as HIST R125. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly. Textbook: need more current one(s).</p> <p><b>POLS R125H</b> – Honors: U.S. Foreign Policy &amp; Covert Action – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: Same As Course – select HIST R125H. TOP Code – needs to be the same as HIST R125H. Minimum Quals: must be the same as HIST R125H. Units/Hours: change Variable Units to Yes so the upper end of the Total Contact Hours range will save correctly. Textbook: need more current one(s).</p>
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		<p>A. Edwards introduced the MUS course.</p> <p><b>MUS R120</b> – Mariachi Ensemble – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Basic Course Info: CB24 – what degree/GE pattern do you plan to add this to? Otherwise, select Stand Alone. Units/Hours: Total Contact Hours should be 48-54. Requisites: insert the catalog note here as an Advisory or a Limitation on Enrollment. Is reading music required for this course? Outside Assign: list performances under Other. Will lead vocalists be trained as part of this course? Course Content: add Music reading skill and Explanation of notation.</p> <p>The PSY and SOC courses were discussed. A student can transfer between sections from honors to non-honors, or vice versa, within the first eight weeks of the semester, according to Joel Diaz.</p> <p><b>PSY R101</b> – General Psychology – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p><b>PSY R101H</b> – Honors: General Psychology – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: Suggestion to create an honors CSLO.</p> <p><b>SOC R101</b> – Introduction to Sociology – Non-substantial revision.</p> <p>Changes Needed: none.</p> <p><b>SOC R101H</b> – Honors: Introduction to Sociology – New course. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: none.</p> <p><u>Math/Science/Health/PE/Athletics</u></p> <p>C. Yang introduced the MATH courses.</p> <p><b>MATH R098</b> – Short Courses in Mathematics – Substantial revision. Requires DTRW-I and BOT approval.</p> <p>Changes Needed: none.</p>
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VI.	Distance Learning Approval	I, AT	<p>ANTH R118, ENGL R127, ESL R065, GEOL R101, GEOL R103/MST R103, MUS R101 – <b>Approved by the Distance Education Committee on October 6, 2016</b></p> <p><b>R. Cabral moved to approve the Distance Learning appendices as presented, A. Melidonis seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sanchez, A. Sandford, C. Yang</p>
VII.	Requisite Approval	I, AT	<p>A. Prerequisites/Corequisites: ENGL R105, MATH R199 – <b>Reviewed and determined Complete</b></p> <p>B. Advisories: ECON R100 – <b>Reviewed and determined Complete</b></p> <p><b>A. Melidonis moved to approve the Complete Requisite items, A. Edwards seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sanchez, A. Sandford, C. Yang</p>
VIII.	Deletions	I, AT	<p>MATH R009, MATH R125</p> <p><b>A. Sandford moved to approve the Deletion items, A. Melidonis seconded, and the motion passed.</b></p> <p><b>Yes:</b> S. Davis (Co-Chair), A. Ainsworth, R. Cabral, G. Casillas-Tortorelli, J. Crawford, A. Derdarian, A. Edwards, J. McArthur, A. Melidonis, K. Mendelsohn, J. Merrill, R. Morris, S. Newby, M. Sanchez, A. Sandford, C. Yang</p>

IX.	Suspensions	I	None
X.	General Education Approval	I	None
	INFORMATION/DISCUSSION		
XI.	Curriculum Committee Goals for 2016-17	I, D, AN	S. Davis distributed and discussed the draft goals for 2016-17. Shannon will provide training on noncredit courses. Discussion took place on how to create a content review plan and study disproportionate impact of prerequisites and corequisites. This does not impact sequential courses in the same discipline. Judy McArthur recommended adding more advisories to courses as this helps students and counselors. Model Curricula (MCs) are similar to TMCs but for the CTE disciplines. A suggested goal is to make sure the Curriculum Committee goals are integrated into the college strategic plan. The five year review process and the local suspension process were discussed.
XII.	CurricUNET Discussion/Updates	I	K. Mendelsohn reported that the co-listing feature is functioning once again, and auto-emails should also be functional. Please continue to report issues to Krista.
XIII.	Articulation report	I	S. Davis shared that yesterday she attended the SCIAC meeting in Long Beach. TMC Areas of Emphasis are being created in Social Work; Public Policy, Law and Society; Environmental Science – faculty members can give input on the C-ID website. An Engineering Tech DIG is forming. Math review group meeting to discuss alternative prerequisite for statistics course. C-ID website is being updated at the end of this semester, and is supposed to talk to the new ASSIST website that is coming this spring. New UC Transfer partnership: \$2.6M over two years to increase UC student diversity. CSU new graduation initiative; overhauling CSU Mentor website where students apply. AB 1985 – AP Exams requiring CCCs to have uniform policy to give credit for AP exam scores. Our AP policy mirrors this AB already, so we're fine.
XIV.	High School Articulation report	I	G. Casillas-Tortorelli shared that over 200 student petitions were submitted to A&R, and staff is working through each petition and related issues. There are problems with the student Credit by Exam petition, so DTRW-SS is updating the AP to get rid of the petition so students would only use CATEMA to submit the information. A CTE Program Specialist is starting on

			Monday.
XV.	Distance Ed Committee report	I, D, AN	The DE Committee met on Oct. 6, 2016. S. Newby and K. Mendelsohn reported that our district is moving from Desire2Learn to Canvas in Summer 2017. The next Canvas 4-week training date is scheduled to start on Oct. 24. Any info you have in D2L is stored on district servers for five years, but it is best to remove content prior to then. Mike Alexander is hoping to create a local OC cloud. *Question for Ashley: can shells be created for courses to migrate even if they are not being taught right away? How can we help those instructors? The committee started working on a DE Plan. The next DEC meeting is on Nov. 3, 2016.
XVI.	General Ed Committee report	I	The GE Committee will meet in November.
XVII.	LOT Committee report	I	The next LOT Committee meeting is on Tues., Oct. 18, 2016.
XVIII.	DTRW-I Committee report	I	The First Reading items on this agenda requiring DTRW-I review are HIST R125, HIST R125H, MATH R098, MUS R120, POLS R125, POLS R125H, PSY R101H, and SOC R101H. The next DTRW-I meeting will take place on October 13, 2016.
XIX.	New Business	I	None
XX.	Public Comment	I	None
XXI.	Adjournment	I, AT	S. Davis adjourned the meeting at 3:35 pm.
XXII.	Next meeting	I	The next Curriculum Committee meeting is on October 26, 2016 at 2:00 pm.